

**SHARED GOVERNANCE
MEETING
FRIDAY, AUGUST 30, 2013
8:00 to 10:00 a.m.
Via IP
Faribault – Room C115
N. Mankato – Room E132**

MINUTES

I) **Call Meeting to Order**

The meeting was called to order at 8:03 a.m.

II) **Roll Call of Members**

Present: Linda Anderson, Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Jon Morgan, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Doug Wertish, Peter Wruck, Doug Yentsch, Dr. Annette Parker, Nancy Genelin, Karen Snorek, Anade' Long-Jacobs

Observer: Peter Johnson, Diann Martin

Absent:

III) **Division Chairs**

Jay Wendelberger shared the discussions that he and Darci had with Dr. Parker prior to bringing this job description to Shared Governance.

Anade' Long-Jacobs shared that administration has removed them from the selection process so the selection is with the faculty determining the names to be brought forward to the President.

Appointment section:

- Discussion took place regarding the appointment and that the language is taken from the contract and included in this job description. Discussed the different language for the blue and green as outlined on pages 24 and 25 in the contract and felt it needs to be placed in the division chair job description. Examples of language that could be included – SCC recognizes the selection process within the contractual language of both groups, will honor both sides of the contract.
- The past practice has been that two names are forwarded to the President by faculty and would like to continue this practice. It was agreed that two names be brought forward from the faculty for the selection process from administration. The two faculty names should go directly from the faculty to the President.
- It was agreed that the MSCF Faculty Presidents, President and Human Resource Director determine the language that should be placed in the appointment section.

Discussed section B.2. Curriculum:

- Would like to have included – Create with faculty and complete and submit the course approval forms. Would also like to have more detailed language about the curriculum committee – Assist faculty with curriculum development as per the curriculum development process and procedures. It goes through the division chair as a check point.

Discussed the curriculum process and the need to create a process to get to the real purpose of the curriculum committee. Should not be correcting and proofing at this committee. Hoping that WIDS and working with Lisa Lamore with help with this process. Curriculum committee will be looking at course objectives and learning outcomes versus editing.

Discussed section B.4. Personnel:

- Division chairs will be included in making the decisions and be a part of the discussion – inclusive language. The division chair will work collaboratively with the faculty and consult with the dean as the dean makes the hiring decision. All faculty need to work very collaboratively with each other.
- The intent is that faculty are engaged in the decision making consultative with their dean and will need to be compromise on both sides.

Discussed Section G.2. Extent of Formal Decision-Making Authority:

- Need to clarify that this is not a supervisory responsibility and is the ability to maintain the department. Anade' Long-Jacobs will add - no supervisory responsibilities.

Section H. Rules, Policies and Procedures Governing the Position:

- Anade' Long-Jacobs will prepare a manual to include rules, policies and procedures governing this position.

Compensation:

- Break and summer work would be a part of the compensation of division chair responsibilities; however, would be reviewed if there needs to be additional compensation.

This job description is an agreement with faculty and administration and if not fulfilled would be grievable.

The language needs to be clear that this is a division chair and not department chair - needs to be consistent throughout the job description.

This division chairs will make up the AASC committee and asked for input on this.

It was felt that this was a positive move for the college.

Dave Edwards moved to approve the job description with the changes discussion. Peter Wruck seconded. Motion passed.

Karen Snorek shared the draft division/department proposal electronically.

- The Librarian and Counselor will be included.
- Suggested that OTEC and Computer Careers be moved to Business.

- Discussed college readiness and the pros and cons of being separate from the other department. For human alignment purposes college readiness should be placed within the Liberal Arts. Need to make sure that the college readiness faculty are represented appropriately.
- Need to check with the faculty on where the Graphics Communication should fall under.
- The intent is to allow faculty to collaborate in the departments. All departments will need to collaborate.

IV) **Announcements**

V) **Adjourn**

Meeting adjourned at 9:13 a.m.